

COMMENTS TO EXHIBIT A - ECF PROCEDURES
8 November 2004

1. Paragraph I.A. now refers to General Order No. 4, which made ECF registration and filing mandatory. Paragraph I.B.5 also refers to General Order No. 4.
2. Paragraph I.B.5 concerning the use of credit cards has been deleted as our system has now been upgraded to provide for online credit card charges.
3. Paragraph II.A. has been redrafted for clarity.
4. The service provisions in II.C. have been rewritten to incorporate new provisions in the Federal Rules of Civil Procedure and to make it clear that conventional (by mail) service is still required by certain federal rules, including those related to service of complaints (B.R. 7004) and contested motions (B.R. 9014(b)).
5. Paragraph II.D.1 has been rewritten to eliminate the requirement that a Declaration Re: Electronic Filing of Petition, Schedules, Statements & Other Documents Requiring Signature be filed with the initial petition, etc. This requirement originated from the local Office of the U.S. Attorney, but has not been a requirement in any other jurisdiction in the Country. We received permission recently from the U.S. Attorney to dispense with this requirement. Included in the paragraph, however, are the Court's requirements for the filing of the debtor's social security number.
6. Paragraph II.D.3 has been added to clarify the procedures that should be filed when the filer is filing a stipulation approved by more than one party.
7. Paragraph II.D.2 has been revised to eliminate the requirement that ECF documents be filed by 4:30 p.m. on the due date. The local rule allows conventional filing up until midnight of the date due so ECF filers were penalized by the original provision in Exhibit A. Both provisions are subject to the fact that parties must comply with any time deadline if set by the judge in a particular case.
8. Paragraph II.H. has been added to deal with technical failures. This provision is identical to the rule used by the District Court.
9. A new provision regarding documents that exceed 50 pages and that are filed conventionally, must be accompanied by a disk with the document in .pdf format. This provision has been added to be consistent with the same provision which was recently included in the Revised General Order approved by the

U.S. District Court on April 1, 2004. The district court provision applies to documents that exceed 100 pages in length. This provision will also be incorporated into the local rules.

10. Paragraph IV.A.2. has been revised to accommodate periodic changes in the per page charge for ECF use.
11. The ECF registration form has been revised to include the new address for the Bankruptcy Court and a new Paragraph 5 that requires the applicant to comply with ECF Technical Requirements that are attached to the registration form.